DEVELOPMENT AND CO-OPERATION SECRETARIAT

Continuance of upgraded post of District Panchayat and Youth Services Officer, Bijapur till the end of 31st December 1974.

PREAMBLE:-

In Government Order No. RDC 428 EGZ 73 dated 19th October 1974 the post of District Panchayat and Youth Services Officer, Bijapur was continued till the end of 30th September 1974. It is considered necessary to continue the post till the end of 31st December 1974.

ORDER No. RDC 187 EGZ 74. BANGALORE DATED THE 26TH NOVEMBER 1974.

Sanction is hereby accorded for the continuance of the upgraded post of District Panchayat and Youth Services Officer, Bijapur (Class I Junior scale-cadre) from 1st October 1974 to 31st December 1974.

This order issues with the concurrence of the Finance Department *vide* its U. O. Note No. FD/3891/SI/74 dated 20th November, 1974.

By Order and in the name of the Governor of Karnataka

B. ANDANAPPA,

Under Secretary to Government,

274 *Rural Development and Co-operation Department.*

CHIEF SECRETARIAT

GENERAL ADMINISTRATION SECRETARIAT

Deputation of Additional/Joint/Deputy Secretaries to Government for 10 days in a year to the Administrative Training Institute, Mysore-Orders regarding.

ORDER No. GAD 430 SGO 74, DATED, BANGALORE, THE 6TH DECEMBER 1974.

In G. O. No. GAD 92 SHD 71 dated 15th November 1971, it is directed that the Heads of Departments/Joint Heads of Departments be deputed to Administrative Training Institute, Mysore, to take advantage of the Library and other facilities available to acquaint themselves with the latest thinking of sociological and economic experts as well as of specialists in Administration. Whenever they are deputed to the Administrative Traning Institute under this scheme, they are also to be taken as Associate Deans for certain courses conducted for the training of the Departmental officials. According to this scheme, one Head of Department and one or two Joint Heads of Departments are to be deputed for each course. The main idea of the scheme is to enable the senior officers to refresh themselves with the latest method of administration and other developments in their field of activities. The question whether this scheme should be extended to cover Additional/Joint/Deputy Secretaries to Government has been examined.

2. Government after considering all aspects of the case, direct that Additional/Joint/Deputy Secretaries to Government, Karnataka Government Secretariat, be deputed to Administrative Training Institute, Mysore, for about 10 days in a year for study and research, so that they could take advantage of the Library and other training facilities available at the Institute. The subjects for Research Studies are the same as appended to G. O. No. GAD 92 SHD 71, dated 15th November 1971. The Additional/Joint/Deputy Secretaries mentioned above

can be ordered as Associate Deans when certain courses are being conducted at the Institute. It is further directed that not more than 2 Secretariat Officers mentioned above be deputed for each course.

By Order and in the name of the Governor of Karnataka,

H. P. DHARANENDRANATH,
Under Secretary to Government,
290 *General Administration Department. (Services)*

Job chart for Stenographers working in the Offices of the Heads of Departments and other subordinate offices.

OFFICIAL MEMORANDUM

O M. No. GAD 1 TOM 74. BANGALORE, DATED 26TH NOVEMBER, 1974.

In the Secretariat Manual of Office Proceedure, the principal duties and responsibilities of Personal Assistants cum Stenographers have been specified. It has been represented to Government that no such job chart has been prescribed for Stenographers working in the sub-ordinate Departments. It has therefore, become necessary to prescribe a job-chart for these Stenographers.

A Stenographer is generally employed on short-hand work. He is also required to assist, in the typing of urgent and confidential matters. Stenographers also work as Personal Assistants to the Heads of Departments and other officers. Taking into account this position, the principal duties and responsibilities of the Stenographers in the subordinate Departments shall be as follows :

1. Taking dictation in Shorthand and its transcription Attending to typing whenever required to do so.

2. Attending to telephones and maintenance of registers regarding calls and screening of telephone calls and visitors.

3. Maintenance of confidential records of Gazetted officers and other papers in the personal custody of the officer.

4. Attending to tour programmes and maintaining tour files.

5. Maintaining the log register of the car wherever this work is entrusted by the Heads of Department/office.

6. Keeping a list of daily engagements of the officer, arranging meeting etc.

7. Keeping track of progress and taking follow up action in important matters as instructed by the officer.

8. Carrying out corrections in the Officer's reference books.

9. Accompanying the officer, during his tour, whenever required and

10. Any other work incidental to the above items which may be entrusted by the Officer.

B. SUBBA RAO,
Under Secretary to Government,
General Administration Department,
273 *(Efficiency Research.)*

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